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ABSTRACT

The major categories and subcategories of the information needs of disadvantaged adults are listed. The list was compiled by the Appalachian Adult Education Center (AAEC) in its research and demonstration projects and by consultants to the center from other projects working with adult information needs. The list can be used 1) to assess library collections of materials in life coping skills areas; 2) to select materials for adults in coping skills areas; and 3) to develop materials to meet the information needs of disadvantaged adults. The AAEC has used the list as the categories for a bibliography of print and non-print materials. Major categories of the list are: advocacy, aging, children, community, consumer economics, education, family, health, housing, insurance, jobs, leisure, relating to others, relocation skills, self, taxes and transportation. (Author/SL)

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LIFE COPING SKILLS CATEGORIES AND SUB-CATEGORIES

Areas of the Information Needs of Disadvantaged Adults

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LIFE COPING SKILLS CATEGORIES AND SUB-CATEGORIES

Areas of the Information Needs of Disadvantaged Adults

This is a list of the major categories and subcategories of the information needs of disadvantaged adults, as determined by the Appalachian Adult Education Center in its research and demonstration projects, and by consultants to the center from other projects working with adult information needs. The list can be used (1) to assess library collections of materials in life coping skills areas; (2) to select materials for adults in coping skills areas; and (3) to develop materials to meet the information needs of disadvantaged adults. The Appalachian Adult Education Center has used the list as the categories for a bibliography of print and non-print materials.

LIFE COPING SKILLS CATEGORIES AND SUB-CATEGORIES

Areas of the Information Needs of Disadvantaged Adults

ADVOCACY

- Arrests
- Civil Rights
  - Bill of Rights
  - Civil Rights Movement
  - Legal Rights Under the Law
  - General
- Consumer Rights (See Consumer Economics: Consumer Rights)
- Legal Aid

AGING

- Aging Process
  - Emotionally
  - Mentally
  - Physiologically
- Burial Insurance (See Insurance: Burial Insurance)
- Care of the Aged in the Home
- Death
- Funerals
- Nursing Homes and Rest Homes
- Programs, Organizations, and Agencies for the Aging
  - Medicare (See Health: Health Cost Medicare)
  - Social Security (See Insurance: Social Security)
  - Other
- Retirement
  - Activities and Recreation
  - Benefits
  - Education
  - Employment (See also Jobs: Occupational Information)
  - Housing
  - Planning
- Wills

CHILDREN

- Adolescence
- Adoption

BEST COPY AVAILABLE

- Babysitting
- Birth and Genetic Defects (See Health: Birth and Genetic Defects)
- Breast and Bottle Feeding
- Child Abuse
- Childbirth (See Health: Childbirth, Labor, Midwifery)
- Child Development
- Child Health Care (See also Health: Disease Information)
  (See also Health: How to Select and Obtain Health Services)
- Child Rearing
- Development of Verbal Skills
- Discipline
- Drop-Out Prevention
- Emotional Problems in Children (See also Health: Mental Health)
  (See also Family: Conflict)
  (See also Family: Crisis)
- Foster Care
- Gifted Children
- Playing with your Children
- Premature Babies
- Prenatal Care (See Health: Prenatal Care)
- Raising Children Alone
- Retarded Children (See also Health: Retardation Prevention
  (See also Health: Prenatal Care)
- Selection of Child Care Facilities
- Sex Education (See also Family: Sexual Relations)
- Success and Failure in School
- Teaching Children to Handle Emergencies (See also Family: Safety Planning)

COMMUNITY

- Censorship
- Citizenship: Naturalization
- Citizen's Responsibilities
  - Community Organizations (See Community: Organizations, Resources, Services)
  - Community Projects
  - Jury Duty
  - Public Office
  - Social Action
  - Voting, Vote Buying
- Community Hazards
- Community Organizations, Resources, and Services
  - Child Services
  - Churches
  - Employment
  - Fire
  - Legal Aid (See Advocacy: Legal Aid)

- Licensing Bureaus
- Police
- Public Health
- Public Library Services
- Referral Services
- Schools
- Volunteers
- Water
- Welfare. (See also Consumer Economics: Food Stamps)

Dealing with Police

Emergency Services

- Disaster Action
- Red Cross
- Salvation Army
- Telephone Hot Lines

Ethnic Centers and Groups

Government: Local, State, National

How to Participate In and Use the Democratic Process

Juvenile Delinquency

Keeping Informed: Media TV, Radio, Newspapers, Magazines

Military Service

Parliamentary Procedures

Re-entry from Institutions

- Corrections
- Sanatoria
- Veterans

Social Problems of the Community

- Busing
- Crime
- Environment, Ecology (See also Health: Pollution)
- Street Safety
- Zoning

Street Gangs

CONSUMER ECONOMICS

Advertising

Auctions

Bankruptcy

Banks and Banking

- Checking
- Savings

Bartering

Buying Guides

- Car Buying: New and Used
- Comparison Buying: Values in Purchasing
  - Appliances
  - Clothing (See also Family: Home Management Care of Clothing)
  - Drugs
  - Food
  - Furnishings and Accessories
- Consumer Magazines
- Consumer rights: Gypping
- Counterfeits
- Credit Bureaus
- Credit Unions
- Discount Store Buying
- Farm Equipment Purchases
- Food Stamps (See also Community: Community Organizations, Resources, Services:Welfare)
- Fraud
- Garnishments
- Housing Repair and Maintenance (See Housing: Maintenance & Repairs)
- Interest Rates
- Investing Money
- Land Buying and Selling
- Loans: Borrowing Money
  - Easy Credit
  - FHA Loans
  - Juice Rackets
  - Loan Companies
  - Mail Order Loans
- Mail Order Catalog Buying
- Money Management
  - Budgeting
  - Charge Accounts
  - Credit Cards
  - Installment Buying
  - Rebates
  - Retail Processes
- Warranties and Guarantees

EDUCATION

- Career Planning (See Jobs: Career Planning)
- Educational Institutions
  - Colleges and Universities
  - Community Colleges
  - Vocational and Technical
- Finding A Job (See Jobs: Finding a Job)
- How to Apply to Educational Institutions
- How to Study
- How to Take A Test

Locating Information
Self-Education
Education Credit for experience
Educational Loans, Scholarships, and Assistance Programs
Educational Programs for Adults
G.E.D., High School Equivalency Diploma

FAMILY

Brothers and Sisters: Sibling Relationships
Care of the Aged in the Home (See Aging: Care of the Aged in the Home)
Common Law Marriages
Death, Funerals & Wills (See Aging: Death)
(See Aging: Funerals)
(See Aging: Wills)
Divorces and Separations
Extended Family: Cousins, Uncles, Grandparents, etc.
Family Conflict (See also Children: Emotional Problems in Children)
Family Crisis
Family Recreation (See Leisure: Recreation, Family)
Handling Close Personal Relationships, i.e. Intimacy
(See also Relating to Others: Handling Intimacy)
Home Health Care (See Health: Home Health Care)
Home Management
Budgeting (See Consumer Economics: Money Management Budgeting)
Care of Clothing
Decorating
Food Preparation: Canning, Freezing, Cooking
Furnishing
Home Gardening: Flowers and Vegetables
House Cleaning
Remodeling (See Housing: Remodeling)
Identifying Strengths and Weaknesses in the Family
In-Laws
Marriage Roles
Safety Planning
Fires
Home Accidents, Poisons, etc.
Tornadoes (See also Community: Emergency Services)
Sexual Relations
Unwed Parents
Working Women (See Jobs: Working Women)

HEALTH

Aging (See Aging: Aging Process)
Alcoholism
Birth & Genetic Defects

- Black Lung (See Chronic Disease Respiratory)
- Childbirth, Labor, Midwifery
- Chronic Diseases
  - Arthritis
  - Cancer
  - Diabetes
  - Heart
  - Hypertension
  - Respiratory
- Death (See Aging: Death)
- Dental Care
- Disease Information (See also Health: Chronic Diseases)
- Disease Prevention
  - Cancer (See also Health: Smoking)
  - Heart Disease
  - Immunization, Innoculation
  - Respiratory Disease
- Drug Abuse
- Exercise
- Faith Healing
- Family Planning
  - Abortion
  - Birth Control
  - Fertilization and Sterility
  - Sterilization
- First Aid
- Generic Drugs and Laws
- Handicapped, Mental and Physical
- Health Costs
  - Doctors
  - Hospital
  - Medicaid
  - Medical Assistance (See Community: Community Organizations, Resources & Services: Welfare
  - Medicare
  - Private Health Insurance (See Insurance: Health Insurance)
- Home Health Care
- Home Remedies, Medicinal Herbs
- How to Select and Obtain Medical Services
  - Dental
  - Doctors
  - Emergency
  - Hospitals
  - Medical Clinics (See also Community: Community Organizations, Resources & Services: Public Health
  - Mental
- How to Talk with A Doctor
- Insect Control
- Menopause

Mental Health (See also Children: Emotional Problems in Children)
Nutrition
Old Wives' Tales
Patent Medicines: Over the Counter Medicines
Personal Hygiene (See also Self: Personal Care and Grooming)
Physiology and Anatomy (See also Health: Preserving your Health)
Physiology of Lifting
    Back Problems
    Hernias
Pollution (See also Community: Social Problems of the Community Environment, Ecology)
Prenatal Care (See also Children: Premature Babies)
Prescriptions
Preserving your Health
    Sight
    Hearing
    General
Quackery
Rehabilitation
Retardation Prevention (See also Children: Retarded Children)
Sanitation (See also Community: Community Hazards)
Smoking
Storing Medicine (See Family: Safety Planning)
Venereal Diseases
Weight Problems
    Diets
    Overweight
    Underweight
    Weight-watching plans
What to Expect at the Hospital

HOUSING

Buying and Selling
Decorating (See Family: Home Management Decorating)
Fire Prevention (See also Insurance: Fire Insurance)
    (See also Family: Safety Planning)
Furnishings (See Family: Home Management Furnishings)
    (See Consumer Economics: Comparison Buying Furniture & Accessories)
Home Building
Maintenance and Repairs
Owner's Liabilities and Responsibilities
Remodeling
Renting
Trailers
Utilities

INSURANCE

Burial Insurance
Disability Insurance

Fire Insurance
Health Insurance
Homeowners Insurance
Life Insurance
Mortgage Insurance
Motor Vehicles Insurance
Private Pension Plans
Renters Insurance
Social Security
Workmen's Compensation (See Jobs: Workmen's Compensation)

JOBS

Agricultural Jobs
- Cooperatives
- Farming
- Land Use
- Sharecropping, Tenant Farming
- Woodland Management

Application Forms
Applying for a Job
Assessing Your Own Skills, Talents, and Interests
Career Planning
Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)
Civil Service Information
Distinguishing Between Good and Bad Jobs:
- Facilities, Fringe Benefits, Hours, Wages

Employee's Responsibilities
Employer's Responsibilities (See also Advocacy: Civil Rights)
Employment Agencies
Find a Job (See also Jobs: Career Planning)
- (See also Jobs: Occupational Information)

Holding a Job (See also Relating to Others: Getting Along with Others)
Job Discrimination (See also Relating to Others: Dealing with Discrimination)
- (See also Advocacy: Civil Rights)

Job Safety
Losing A Job (See also Jobs: Unemployment)
Occupational Information
Private Pension Plans (See Insurance: Private Pension Plans)
Seasonal Jobs
Social Security (See Insurance: Social Security)
Training and Re-training Programs (See also Education: Educational Institutions)
Unemployment
Unions
Upgrading on the Job (See also Jobs: Holding a Job)
Working Women
Workman's Compensation

LEISURE

- Astrology
- Cultural Activities: Music, Performing Arts, etc.
- Dancing
- Fortune Telling
- Gambling
- Games
- Handicrafts
- Hobbies
- Parks
- Playing with your Children (See Children: Playing with Your Children)
- Radio (See Leisure: TV-Radio-Movies)
- Recreation
  - Indoor
  - Outdoor: Camping, Fishing, Hunting, Swimming, etc.
- Sewing
- Sports
- TV-Radio-Movies
- Using Leisure Time Effectively
- Vacations

RELATING TO OTHERS

- Communication
  - Correct Speech Usage
  - Giving Directions
  - Listening
  - Public Speaking
  - Taking Directions
  - Use of Telephones
  - Writing letters, reports, etc.
- Entertaining
- Friendship
- Getting Along with Others, Interpersonal Relationships
  - Accepting Help
  - Dealing with Conflict
  - Dealing with Criticism
  - Dealing with Discrimination
  - Dealing with Unwanted Advances
  - Fighting Fairly
  - Getting Acquainted
  - Helping Others
  - Meeting People
  - Working with Others
- Handling Intimacy (See also Family: Handling Close Personal Relationships)
- Listening to Others
- Love
- Manners and Etiquette
- Neighbors
- Respecting the Ideas and Beliefs of Others

Sexual Relations (See also Family: Sexual Relations)
Sportsmanship
Understanding Others
Attitudes
Culture
Ethnic Background
Religion

RELOCATION SKILLS

Church
Community Services (See Community: Organizations, Resources, Services)
Employment (See also Jobs: Finding a Job)
Establishing Credit
Food Shopping
Housing
Moving, Expenses, Methods
Neighbors (See Relating to Others: Neighbors)
Schools

SELF

Changing Yourself
Church Affiliation
Decision Making
Describing Feelings
Etiquette (See Relating to Others: Manners & Etiquette)
ESP
Ethnic Studies
Goal Setting, Planning, and Achievement
Living Alone
Meaning of Life
Personal Adjustment
Personal Care and Grooming (See also Health: Personal Hygiene)
Personal Ethics, Values, Morals, Standards
Personal Problem Solving
Self Esteem
Self Evaluation
Self Understanding
Sensitivity to Yourself and Others--How You Come Across
Suicide
Superstition
Understanding What Makes Me the Way I Am: Heredity and Environment
Women's Liberation Movement (See also Jobs: Working Women)

TAXES

- Income Tax
  - City
  - Federal
  - State
- Local Taxes
- Sales Tax
- Social Security (See Insurance: Social Security
- Unemployment (See Jobs: Unemployment)
- Workmen's Compensation (See Jobs: Workmen's Compensation)

TRANSPORTATION

- Car Pools
- Defensive Driving
- Driver's Licenses (See also Community Organizations, Resources & Services: Licensing Bureaus)
- Elevators
- Highway Safety
- Maps
- Overnight Accommodations
- Routing
- Stations
- Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information
  - Air
  - Bicycles
  - Boats
  - Buses
  - Cars
  - Hitchhiking
  - Motorcycles
  - Taxis
  - Trains